

RECONCILIATION BULLETIN

TOPIC: Year-End Reconciliation Bulletin 04-02	ISSUE DATE: 5/26/04
TITLE: Keying of Year-End Documents for FMS	REVISION DATE:
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*****IMPORTANT MESSAGE*****

THE FMS ON-LINE SYSTEM WILL NOT BE AVAILABLE
ON WEDNESDAY, JUNE 30, 2004

PROCEDURES

1. FMS will again process against two Available Funds files during July and August 2004. The procedures are the same as those we used last fiscal year end.
2. Although both the "OLD" and "NEW" AFF's will be available concurrently, there will be only one logon procedure. The fiscal year indicated on the document and the date field (e.g. 6/30/04 or current date) will control whether a transaction is to be keyed into the NEW or OLD AFF.
3. Documents keyed during July should be sorted according to fiscal year before keying them. Documents coded SFY 04 should be keyed into the system with a date of June 30, 2004 regardless of the day they are keyed. Documents coded SFY 2005 should be keyed with the actual date the document is keyed.
4. The keying deadline for locations outside of BFS for all SFY 2004 documents will be June 29, 2004. After June 29, 2004, if necessary, keying documents outside of BFS involving your organization can only be done with the approval of your lead accountant or approvals of both lead accountants if the transaction involves another division or organization, prior to the keying of the document.

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